

Peter Wright

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LinkedIn: <https://www.linkedin.com/in/peter-a-wright>

Portfolio: <http://Peterawright.com/Portfolio.html>

Professional writer specializing in translating technical and business jargon into easily understandable copy. Skilled at proofreading, editing, and copywriting.

Technical Writing Experience

SPSS (now IBM SPSS)

- Created instructional documentation that enabled sales team to fully incorporate their Salesforce.com license into their sales processes and to provide accessible reports for all levels of leadership.
- Delivered weekly ‘Tips and Tricks’ notes to highlight different aspects of Salesforce.com during roll-out to encourage quick adoption.

Wheels, Inc.

- Crafted comprehensive user guide to enable customers to navigate and maximize benefit of newly-launched, proprietary online tool.
- Created high-level, quick-start piece to enable drivers to easily order their company vehicles online, including e-commerce capabilities for upgrade options.
- Built report generator within an Access database, created numerous reports drawing from SQL Server databases, incorporated user-guide for easy use by future analysts.

Business Writing Experience

Parlano (now Lync within Microsoft)

- Proofread articles highlighting software functionality aimed at CIOs and CTOs.

Transcap Trade Finance (now Wells Fargo Capital Finance)

- Developed financial trade publications, articles, direct-marketing, and advertising copy, including essays targeting existing and prospective business clients.

Wheels, Inc.

- Authored President’s column for quarterly newsletter, proofread and edited multiple articles focusing on the international fleet industry.

Education

- Master of Fine Arts, Creative Writing - Vermont College of Fine Arts – 2014
- Certificate in Creative Writing – University of Chicago’s Graham School – 2010
- Bachelor of Arts – Northern Illinois University – 1991

Employment

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| • Motorcycle Ridings Cool – MSF Certified Riding Coach | 2009 – 2012 |
| • Capgemini – Operations Manager, Midwest Centers | 2006 – 2007 |
| • SPSS – Sales Manager, North American Operations | 2005 – 2006 |
| • Wheels, Inc. – Team Lead, Data Analysis and Research | 1998 – 2004 |

Volunteer Experience

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|---|----------------|
| • Halos of Hope, Vice President and Creative Director | 2007 – present |
| • 826Chi, Writing and Reading Tutor | 2006 – 2012 |